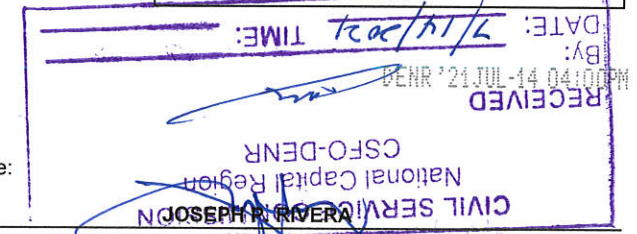


Republic of the Philippines
MINES AND GEOSCIENCES BUREAU
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MINES AND GEOSCIENCES BUREAU in the CSC website:

Date: July 14, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Geologist	MGBB-SVGEO-31-2014	22	68,415.00	Bachelor of Science in Geology or Bachelor of Science/Arts major in Geology	16 hours of relevant training	3 years of relevant experience	RA 1080		Mines and Geosciences Bureau Central Office
2	Project Development Officer III	MGBB-PDO3-1-1998	18	43,681.00	Bachelor's Degree Relevant to the Job	8 hours of relevant training	2 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Mines and Geosciences Bureau Central Office
3	Accountant II	MGBB-A2-10-1998	16	36,628.00	Bachelor's Degree in Accountancy/Commerce/ Business Administration Major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		Mines and Geosciences Bureau Central Office
4	Science Research Specialist II	MGBB-SRAS2-10-1998	16	36,628.00	Bachelor's Degree Relevant to the Job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); 2nd Level Eligibility		Mines and Geosciences Bureau Central Office
5	Planning Officer I	MGBB-PLO1-1-1998	11	23,877.00	Bachelor's Degree Relevant to the Job	None Required	None Required	Career Service (Professional); 2nd Level Eligibility		Mines and Geosciences Bureau Central Office
6	Administrative Assistant II	MGBB-ADAS2-13-2004	8	18,251.00	Completion of two (2) years of Studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional); 1st Level Eligibility		Mines and Geosciences Bureau Central Office

This Office highly encourages interested and qualified applicants including persons with disability (PWD), members of Indigenous communities, regardless of sexual orientation, gender identity expression (SOGIE).

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **July 28, 2021**:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records and Diploma;
5. Application Letter (specifying the position title and item number applied for);
6. Work Experience Sheet (Attachment to CS Form No. 212);
7. Copies of Certificates of Training program completed; and
8. Certificates of Employment from all previous employers/Certified copy of Service Record.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOSEPH P. RIVERA
Chief, Human Resource Management Section
Mines and Geosciences Bureau, North Avenue, Diliman, Quezon City
mgbco.hrmpsb@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.